

Public Works Policy Consultant Selection

- ☐ **General Administration**
- ☒ **Capital Improvement Projects**
- ☐ **Streets**
- ☐ **Inspection**
- ☐ **Current Development**

POLICY AUTHORITY

ARS § 34-103 and City Code Section 3-2-4 A and C 6; 3-4-7

POLICY STATEMENT

The policy of the Engineering Department in employing technical registrants shall be to adhere to ARS § 34-103. Utilize direct selection (ARS § 34-103 D) when the anticipated contract is less than \$25,000. If the anticipated professional services contract is between \$25,000 and \$50,000, the City Engineer shall determine if direct selection or the procedure in ARS § 34-103 E & F shall be used. When the anticipated professional services contract is greater than \$50,000 the procedure in ARS § 34-103 E & F shall be used. The above limits do not apply to extension of existing contracts.

This policy is directed at contracts less than \$500,000 for non-architects. This policy is directed at contracts less than \$250,000 for architects. The provisions of ARS 34-103 A apply for contracts exceeding these limits.

POLICY REASON

This policy is created to assure the lawful, fair and efficient procurement of professional technical registrant services. Generally this applies to procurement of engineering, land surveying and architectural services.

PROCEDURES

Direct Selection -- The city engineer shall approve the consultant selected for direct solicitation prior to the consultant being solicited. Factors to be considered in selecting consultant include prior work in Sedona, proximity to Sedona, information provided on the Consultant Request for Information form, and the degree of specialization required for the project. Generally speaking, this type of work shall be spread among local consultants when possible. Scope, time frame and cost shall be requested at the same time. If negotiations with one consultant are not successfully concluded, then the negotiations shall be terminated in writing and the consultant shall not be reconsidered for the work for at least 9 months, at which time negotiations may start fresh.

Qualifications Based Selection -- This selection procedure is described in ARS § 34-103 E & F. Projects using this process shall be announced on the City's Internet site for at least 15 calendar days prior to the selection committee beginning its evaluation of statements of qualifications. All individuals and firms wanting to be considered for the project shall be required to submit a City of Sedona Consultant Information Request Form. The form will be updated at least once annually. Generally the size of the short list shall be determined by the anticipated cost for the service:

\$25,000 - \$75,000	3 consultants solicited
\$75,001 - \$200,000	3 to 5 consultants solicited
Greater than \$200,000	5 or more consultants solicited as determined by Selection Committee

The selection committee shall consist of at least the minimum number of people as shown below based on the anticipated amount of the contract:

\$1 - \$75,000	3 committee members of which one is not a City Employee
\$75,001 - \$200,000	3 to 5 committee members of which at least one is not a City Employee
Greater than \$200,000	5 or more committee members. At least two of the members shall not be City Employees. The goal shall be to have at least 1/3 of the committee non-City employees

The selection committee shall establish written selection criteria. These criteria shall be used to select consultants from among those Consultants that have submitted Consultant Information Request Forms. Points shall be assigned to each criterion. Suggested Criterion include experience with the type of work, experience in Sedona or the Verde Valley, size of the firm, and distance from Sedona. Other factors may also be considered. The City Engineer shall review and comment on the criteria prior to its use.

MEASURES

The success of this policy is measured by the efficiency in entering into professional services contracts and by comments received about the selection process.

Approved by Charles Mosley, P.E. City Engineer

Date: Finalized and approved 9/19/03